

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Environmental Laboratory Director		
TITLE CODE: 2711	SERIES: Laboratory Support	
SELECTION METHOD: 100% qualifying		SALARY: (MIN-MID) \$22.31 - \$28.66 GRADE: 24 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Health Department Director		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Develops, executes, organizes and directs the functions of the environmental laboratory that performs testing of milk, water and other samples affecting the general public. Considerable knowledge of the basic principles and laboratory applications of Biology, Microbiology and Chemistry. Ability to communicate with staff, public and government officials on environmental health issues, as related to laboratory. Conducts staff meetings.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Bachelor's Degree in Microbiology, Biology, Chemistry or comparable area.

EXPERIENCE: Five (5) years experience in laboratory setting with at least one (1) year of experience in an administrative or supervisory capacity.

SUBSTITUTION CLAUSE: See Below

EDUCATION: N/A

EXPERIENCE: Master's in Microbiology, Biology or Chemistry will substitute for one (1) year of the required experience.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. Completion of any training/certification required for testing.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Supervises first-line supervisors who have responsibility for environmental analyses; Establishes, evaluates and maintains administrative, analytical and quality assurance procedures; ensures development of staff by establishing training expectations and conducting employee performance evaluations; Interviews prospective employees; Confers with current employees on work-related problems, assesses training needs and make recommendations or provides on the job training; conducts staff meetings to interpret policies and procedures and to obtain and disseminate information to and from staff; Oversee all laboratory records and the purchase of equipment and supplies; Incorporates standards required by the laboratory regulatory agencies; Compile and annually review laboratory standard operating procedures; Implement changes in procedures and methods; Provides consultative services to laboratory staff and other personnel; maintains working relationship with local, state and federal officials to coordinate laboratory activities; Prepares and directs training programs; Develops and manages the laboratory's budget; Reviews employee's techniques for accuracy and validity; Attends specific meetings and conferences concerning the use of laboratory methods and Performs laboratory analyses, if needed. Makes policy decisions and interprets regulations.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 09/17/08

DATE OF LAST REVISION: 10/29/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.